



South Carolina Department of Insurance

Division of Consumer and Individual Licensing Services

Capitol Center
1201 Main Street, Suite 1000
Columbia, South Carolina 29201

Mailing Address:
P. O. Box 100105, Columbia, SC 29202-3105

MARK SANFORD
Governor

SCOTT RICHARDSON
Director of Insurance

MEMORANDUM

TO: All Insurers Transacting the Business of Insurance in South Carolina

FROM: Scott H. Richardson, CPCU

SUBJECT: Producer Appointment Address and Contact Person

DATE: December 10, 2009

The purpose of this memorandum is to request all licensed insurers to provide the South Carolina Department of Insurance with the contact information of the person(s) responsible for appointing producers in the state of South Carolina. Each licensed company must update this information electronically on the Department website at www.doi.sc.gov by following the steps below.

1. Click SCDOI Online Services which is located at the top left corner of the home page.
2. Under the Registered Company Users scroll down to "Update Supplementary Address."
3. Enter the Company's User ID and Password. (If the company representative cannot remember the User ID and/or Password, please send an e-mail to the Department's Technology Division at irmmail@doi.sc.gov. Please include the company name and South Carolina company code in the e-mail.)
4. Once you have logged in, select "Agent Renewal" from the list of addresses in the drop down menu.
5. Enter the contact information. The information will be saved in the database.

If you have any questions, please submit them to the Department's Licensing Division at the following e-mail address: agntmail@doi.sc.gov.
